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1. Purpose

This program establishes minimum requirements for lockout and tagout (LOTO) of energy isolation devices. It shall help to ensure that machines and equipment are isolated from all potentially hazardous energy before University of Alaska Anchorage (UAA) employees, student workers, faculty, staff, and outside contractors perform any servicing or maintenance activities where unexpected energizing, start up, or release of stored energy could cause employee injury.

2. Objective

UAA, in its continuing effort to provide employees with safe, healthful working conditions, and

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Outside Contractors

Perform all work in compliance with UAA's approved LOTO program, which will be reviewed and approved by the EHS/RM department.

If the contracted company does not have a program, they shall comply with this program

6. Engineering Controls

Engineering controls are design plans or changes to the working environment to prevent or reduce employee exposure to energized equipment hazards. The following example of engineering controls should be considered in area design to reduce risk:

Lockout is an engineering control. It is a means to prevent inadvertent energization of a

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placed in conjunction with the lock. The tag can usually be placed on the lock hasp.

The following information shall be included on **Danger Tag**:

Name and contact info of person placing the tag

Date the tag was placed in the field

Tagged Position (on/off, open/closed, etc.)

Location (isolating device on which the tag is placed)

Locks must be of a specific design or color which are only used for Lockout Tagout activities. At UAA, **red individually keyed padlocks will be used for LOTO purposes**. Red locks will not be used for any other purpose on campus, such as lockers or gates, and if discovered must be replaced with a different type of lock immediately.

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Test the controls of the machine or equipment to be sure that power has been disconnected.

General Spring Compression Procedure

Release energy from springs that may still be compressed, then lockout or tagout.

General Hydraulic and/or Pneumatic Procedure

Locate sources of energy for hydraulic and/or pneumatic equipment.

Bleed off energy by opening valves, closing air lines, then lockout and tagout each valve supplying this energy.

General Chemical Hazard Procedure

Locate valves supplying chemicals to machinery or equipment, shut them off, and place lockout or tagout devices on valves.

NOTE: When working with chemical supplied equipment, purge the system so adequate ventilation is provided.

General Gravitational Hazard Procedure

Secure all parts of machinery or equipment.

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2. If on-

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